

## LEGAL NOTICE TO BIDDERS

Sealed bids for an Access Control System for the City of Olive Branch will be received at the Mayor's Conference Room at City Hall, 9200 Pigeon Roost, Olive Branch, MS 38654, until 2:00PM, Monday, December 12, 2022. Bids will be publicly opened and read aloud. Sealed bids submitted prior to the bid opening should be sent to City Clerk's Office at City Hall, 9200 Pigeon Roost, Olive Branch, MS 38654.

For this project, electronic bids will also be accepted through [www.centralbidding.com](http://www.centralbidding.com). All electronic bids must be signed by an individual authorized to bind the bidder. All electronic bids must be regular in every respect and no interlineations, exclusions, or special conditions shall be made or included in the bid. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Specifications and Contract Documents may be picked up at the office of Karen McNeil, Purchasing Manager, 9200 Pigeon Roost Road, Olive Branch, Mississippi (662-892-9208) or downloaded at [www.centralbidding.com](http://www.centralbidding.com).

Bids not submitted electronically must be submitted in a sealed envelope, addressed to the City Clerk, City of Olive Branch, 9200 Pigeon Roost Road, Olive Branch, Mississippi 38654. Each envelope must be plainly marked on the outside as "Access Control System" and must bear on the outside the date the bid proposal is to be opened. Bidders must use Official Proposal Form and other bid documents provided by the City. No stripped bids allowed.

Addendums to the bid package will be issued through Central Bidding or the office of Karen McNeil, Purchasing Manager; therefore, all bidders shall be responsible for downloading the bid documents from the Central Bidding website or receiving them directly from the City of Olive Branch in order to be included in the Plan Holders List. Bidders must enter the addenda numbers in their bid to verify receipt.

A pre-bid meeting will be held at 9:00AM on Wednesday, November 16, 2022 in the Mayor's conference room of City Hall.

Bidders are expected to inspect the site of the work as provided in the Notice to Bidders and to inform themselves of all local conditions.

Each bid shall be accompanied by a Bidder's Bond issued by a Surety Company licensed to operate in the State of Mississippi, in the amount of 5% of the total bid price, as a guarantee that if the bid is accepted, the Bidder will enter into a contract and execute the Performance and Payment bonds in the form and within the time specified.

The successful Bidder will be required to execute a Performance Bond and a Payment Bond, each in the amount of 100% of the Contract, issued by a Surety Company licensed to operate in the State of Mississippi and shall be named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

Each Bidder shall have a Certificate of Responsibility to bid on contracts for public projects in which the bid price exceeds \$50,000.00 as required by the laws of the State of Mississippi. Each Bidder shall show on the outside of the envelope containing his bid: his current certificate of responsibility number and expiration date of if applicable, a statement certifying that the bid enclosed does not exceed \$50,000.00 for a public project or \$100,000.00 for a private project. Failure to show these items on the outside of the envelope containing the bid will result in the bid being returned to Bidder unopened.

City of Olive Branch reserves the right to reject any or all bids, to waive irregularities and informalities in the bids deemed to be in the best interest of City of Olive Branch, and to reject nonconforming, nonresponsive, or conditional bids. The City anticipates award to the lowest and best responsible and responsive bidder.

WITNESS MY SIGNATURE THIS THE 19<sup>th</sup> DAY OF October, 2022

/s/ TENA STEWART, CITY CLERK

PUBLISH: October 27, 2022  
November 3, 2022

Copies to: DeSoto County Tribune- [legals@dtclick.com](mailto:legals@dtclick.com)  
MPTAP  
Karen McNeil, Purchasing Manager  
Tena Stewart, City Clerk